



Stoneydelph Primary School

Crowden Road
Wilnecote
Tamworth
B77 4LS

Dear Parents/Carers,

As we start this new academic year I need to remind you all of our attendance expectations. Regular and punctual attendance at school is vital for all pupils' development both academically and socially. For children to reach their full potential they need to be in school as often as possible and on time each day.

Attendance Procedures - Useful Information

The Government advises that a child must attend for at least 90% of the academic year or they are classed as persistently absent. Our aim as a school is 98% and children/classes will be rewarded when they achieve above this figure. We understand that there are going to be times where illness and other circumstances may be legitimate factors that have an impact on attendance, however if your child's attendance falls significantly below acceptable levels, you will be contacted. Support to improve attendance will be offered. If no improvement is made within an agreed period, further action may be taken against you. I am obliged to remind you that Section 444 of the Education Act 1996 makes it the parent/carers responsibility to ensure that their child attends the school at which they are on roll.

Arrival times and lateness

The children should arrive at their allocated gates at the following times:

Reception 8.45am

Y1-2 8.40am

Y3-4 8.40 am

Y5-6 8.45am

Staff will wait at the gates for no more than 5 minutes, after this time children will have to enter via the school office and will be marked as late. The intercom button at the Crowden Road car gate should be pressed and a member of staff will let the student in. Children arriving after their allocated time slot will receive a late mark (L), where children are frequently late parents/carers will be contacted by the School Liaison and Support Officer. Children arriving after 9.15am will receive an unauthorised mark (U) which counts towards their attendance percentage. 5 unauthorised marks for lateness may result in involvement from the Education Welfare Officer and 10 unauthorised marks may result in a penalty notice application being made.

Collection times and procedures

The children should be collected at their allocated gates at the following times:

Reception 3pm

Y1-2 3.05pm

Y3-4 3.15pm

Y5-6 3.20pm

Children will only be dismissed to individuals named on their collection forms. If another person is required to collect a child the school office (NOT the class teacher) should be informed at least an hour before the end of the school day. Where parents/carers wish a child to walk home unattended a signed letter of consent must be provided to the school office. In the unlikely event of a student being collected late they will be placed into after school club 30 minutes after their allocated collection time. Parents/carers should be aware that there is a charge for this service. Where a child is collected late on a regular basis the School Liaison and Support Officer will make contact with the parent/carers.

Categories of absence and procedure for reporting absences

Absences will be treated as unauthorised unless a satisfactory explanation for the student's absence is given to school. Parents/carers cannot authorise absences.

Illness

Most cases of absence due to illness are short term, but parents/carers will need to make contact to alert school on each day of absence. You must notify the office, not the class teacher, by 9.15am at the latest. You can do so Mrs Bevan or Mrs Clifton, email us at office@stoneymedley.staffs.sch.uk or call on 01827 896666. For prolonged absence due to illness, parents/carers may be asked to provide the school with medical evidence such as a note from the doctor, an appointment card or a prescription paper. If these are not provided on request, it may result in the absence being classed as unauthorised.

Medical/dental and other appointments

We request that parents/carers make every effort to ensure that medical and other appointments be made outside of school hours. Where it cannot be avoided, parents/carers should notify the school office of the appointment at least 3 days in advance and should provide evidence in the form of an appointment letter/card at that time. It is an expectation that children will attend school for as much of the day as possible. In the event of an emergency appointment, parents/carers should notify the school office as soon as possible and provide appointment letter or card on the child's return to school.

Authorised absences, family holidays and extended leave

Parents/carers should make every effort to ensure that family holidays and extended leave are arranged outside of school term time. Parents/carers may request a leave of absence during term time where there are exceptional circumstances. Requests for leave of this type must be made in writing, using the leave of absence application form at least 2 weeks in advance with the dates required and reason for application, (form available from the office on request, can be emailed).

Parents/carers should be aware that holidays will not be authorised and you may be subject to a penalty notice if you proceed. Only in exceptional circumstances can any leave be agreed. If you wish to discuss any request prior to making an application, please do not hesitate to contact the School Liaison Officer or Headteacher.

It remains the Headteacher's decision whether to authorise any request for absence during term time under exceptional circumstances. These may include:

- Death of a parent/carer, sibling or other close family member of the child;
- Life threatening or critical illness of a parent/carer, sibling or close family member of the child;
- Parent/carer recuperation and convalescence from critical illness or surgery;
- Leave for armed forces personnel who are prevented from operational duties to take their leave at any other time; and
- Leave of absence granted by a previous school (granted within the last six months and supported by documentation from the previous school).

Family emergencies will be carefully considered. It is not always appropriate or in the best interests of the child for them to miss school for family emergencies that are being dealt with by adult family members. School and school friendships can provide children with stability and care during difficult times. The routine of school can also provide a safe and familiar environment during times of family upheaval.

If permission is not granted, but the child is still absent, the absence will be classed as unauthorised and parents/carers may be subject to further action by the school and a penalty notice application may be made.

Penalty Notice

Where a penalty notice application is made it may result in the following fines:

- £60 per parent, per child if paid within 21 days, rising to
- £120 per parent, per child if paid between 21-28 days.
- If the fine is not paid within 28 days you may be prosecuted under S444.1 of the Education Act 1996.

I must advise that if the prosecution takes place, the maximum fine is £1000 per parent, per child. This reflects the seriousness of unauthorised absence from school.

I hope you appreciate that as a school we only have your child's best interests at heart, and I am sure you will work with us to ensure they maximise their full potential by regular and punctual school attendance. If you have any concerns that you feel may impact on your child's attendance or well-being within school then please do not hesitate to contact me and I will be happy to offer support.

Claire Bevan
School Liaison & Support Officer
c.bevan@stoneymedley.staffs.sch.uk